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ABSTRACT

In a resolution, the Committee of Ministers recommended that governments of Council of Europe member states ask their countries' school authorities to use the school career and health record for children attending school abroad for a trial period and inform the Council of Europe Secretariat at the end of the trial period of their experience in using the record and of any changes to its contents which they considered necessary or desirable. These appendices to the preliminary report on national experience acquired in the use of the school career and health record comprise the second part of that report. Appendices I and II include the questionnaire sent to national administrations and a request for further information on the record. Appendix III contains a report of an evaluation survey on the use of the school career and health record as proposed by the Council of Europe. The report describes the introduction and distribution of the record by Belgium, Denmark, France, Federal Republic of Germany, United Kingdom, Ireland, Italy, Netherlands, and Luxembourg. Attention is given to the national organization, availability of the school record; method of distribution, presentation, guidance and advice; extent of use, specific transfer procedures; and position of the evaluation survey in the context of further planning. (CM)

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COUNCIL OF EUROPE CONSEIL DE L'EUROPE

Strasbourg 20 July 1981

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COUNCIL FOR CULTURAL CO-OPERATION



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Assessment of the school career and health record
for children attending school abroad

2nd part

Appendices to the preliminary report on national
experience acquired in the use of the school career
and health record:

- i. Questionnaire sent to national administrations
- ii. Request for further information on the record (CD 15)
- iii. "The use of the school career and health record as
proposed by the Council of Europe - An evaluation
survey"

Preliminary report for the European Commission

by

Dr. J HERREL

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APPENDIX I

Questionnaire for national administrations of the following member States: Austria, Cyprus, Finland, Greece, Holy See (for information), Iceland, Liechtenstein, Malta, Norway, Portugal, Spain, Sweden, Switzerland, Turkey (cf Note Verbale CD 16 sent by the Secretariat of the Council of Europe).

In order to draft the CDCC's preliminary report on the use of the school career and health record, the following information is required from national administrations of non-Community countries by 10 February 1981:

- 1.1 Organisation: who prints and distributes the school record?
How is it issued?
- 1.2 Availability: since when have the school records been available to schools? How many copies were printed?
- 1.3 Distribution: to whom were the records distributed?
- 1.4 Presentation: in which language is the standard record used?
Have any changes been made to either its form or content?
If so, which?
- 1.5 Guidance and advice: how are the schools informed about the use of the record? Who can they turn to for advice and practical assistance?
- 1.6 Extent of use: do you have information on:
 - 1.6.1 how many children coming into the country have actually used the school record?

1.6.2 how many children leaving the country have been issued with a school record?

If so, please give further details.

1.7 Procedure: how are the records issued? To the children?
To the parents? To the school in the country of destination?
If the latter, how?

1.8 Contents: do you consider the contents of the school career and health record:

- valid?
- reliable?

1.9 Proposals for improvement?

1.9.1 content

1.9.2 form

1.9.3 transmission

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APPENDIX IINOTE VERBALE

Subject: Evaluation of the school career and health record for children attending school abroad:
Second request for information from the member States which are not members of the European Community (cf Note Verbale CD/16)

The Director of Education, Culture and Sport presents his compliments to the Heads of Delegations to the Council for Cultural Co-operation (CDCC) whose states are not members of the European Community (and including Greece), and has the honour to inform them as follows:

During the 2nd meeting of the CDCC's Project Group No. 7 on the education and cultural development of migrants (Strasbourg 24-27 February 1981), the expert who is drawing up the preliminary report for the Committee of Ministers (July 1981) on the evaluation of the school career and health record for children attending school abroad, Mrs Michelle HUART, informed the participants that the member States had either not replied to the questionnaire contained in Note Verbale CD/16 or had given very brief and schematic answers.

In order that an efficient evaluation of the school record is carried out the following information is essential:

1. Member States who have not adopted the school career and health record:
 - a. Is this decision a definitive one?
 - b. If so, is the decision prompted by the content of the record or the practical problems of transmission and implementation?
 - c. If not, how do the member States who wish to adopt the record intend to do so? Please give details referring closely to questions 1.1 - 1.9 contained in Appendix I of Note Verbale CD/16 of 10 December 1980.
2. Member States who have adopted the record:
 - a. Is there any more information available than that given in the replies to CD/16 sent in to the Secretariat concerning the implementation of the record? Please refer to questions 1.1 - 1.9 of the questionnaire contained in Appendix I of Note Verbale CD/16 of 10 December 1980.
 - b. Should the school career and health aspects be dealt with separately?
 - c. If an organisation chart of the national educational system exists, it should be sent with the replies.

- d. Are there any specific educational arrangements for migrant children?
- e. Is there any method used in following native pupils' school careers? Eg report cards or sheets? If so, a copy should be enclosed with the reply.

As this preliminary report is to be submitted to the Committee of Ministers in July 1981, it is important that this information reach the Secretariat by 20 May 1981 at the very latest.

The replies should be written in one of the official languages of the Council of Europe (English or French) and should be addressed to:

Mr Maitland STOBART
Head of the School Education Division
Council of Europe
F- 67006 STRASBOURG -- CEDEX

The Director of Education, Culture and Sport takes this opportunity to express to the Heads of Delegations to the CDCC the renewed assurance of his high consideration.

APPENDIX IIIThe use of the school career and health record as proposed
by the Council of Europe - An evaluation survey

Report for the Commission by
Dr. J Herrel
Gent, February 1980 (x)

1. Introduction

- 1.1 This survey is an implementation of the resolution of 9 February 1976 of the Council and of the Ministers of Education meeting with the Council with which it was decided to commission a study of the use of the school career and health record in member States.
- 1.2 As a basis for this survey, a provisional report was discussed with the national delegates in early 1979. It was stressed in the survey method described in the provisional report, that the survey would have to be coming from those actually involved in the use of the school record in the different member States.
- 1.3 In this report, preference is given to a description of the situation in the different countries with regard to the introduction and distribution (dissemination) of the record, rather than to the problems of implementation as experienced by the users. This choice is necessitated by the delayed introduction on the part of member States. It has also become apparent that those who are actually using the record are difficult to locate.

1.4 Structural outline of the report

Reference is made to the progress of the survey as achieved per country. Consecutively, attention will be given to the following:

- national organisation, availability of the school record;
- method of distribution, presentation, guidance and advice;
- extent of use, specific transfer procedures;
- position of the evaluation survey in the context of further planning.

2. Description of the situation per country2.1 BELGIUM2.1.1 Organisation

In the case of Belgium, any organisation of the survey has to take into account the existence of two main linguistic communities (Dutch and French), along with

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the corresponding division of the Ministry of National Education into two departments. Attention should then be drawn to the fact that, within the sphere of each community, there are three education networks, representing 99% of all schools, namely state, Roman Catholic and municipal-provincial.

In respect of the Ministry a distinction has to be made between education provided by the state itself (Rijksonderwijs) and subsidised education. For the purpose of this evaluation survey there is co-operation with the state inspectorate, which is organised into two branches, following the divisions mentioned before (state inspectorate - subsidised education; and state inspectorate - state education).

Belgium has had a considerable amount of immigration during the last ten years, with a marked increase of Turkish immigrants to industrial centres and urban areas. Generally, in Brussels and in Wallonia, immigrant groups tend to be heterogeneous in origin. There has been substantial Italian immigration to Limburg, whilst North African and Turkish immigrants have come to Antwerp; immigration to Gent has largely been Turkish.

Since about five years ago, the arrival conditions of migrants have undergone structural improvement and organisation (provincial reception services and municipal centres).

New staffing ratios have recently been introduced with a view to improving the arrival conditions and integration of migrant children in the schools. Experimental bi-cultural programmes are being carried out in Genk-Waterschei, Borgerhout and Gent.

2.1.2 Availability of the school record

Printing of the records was not undertaken by departmental services until May 1979. The number of copies was limited to 1,000 in the Dutch version and 300 in the French version.

2.1.3 Distribution

During the trial period, the distribution of the records will, in both parts of the country, be limited to schools in a few districts and cities.

In the French speaking community the metropolitan Brussels area and Liège have been covered; in the Dutch speaking community, Antwerp, the Brussels area, Gent and Genk-Waterschei have been covered. A copy has been sent, in both parts of the country, to each member of the inspectorate for primary education, as well as to the educational centres.

2.1.4 Presentation

Schools receive a set of instructions and records in the language used by the school. No alterations are made to format or contents.

2.1.5 Guidance and advice

In both communities members of the state inspectorate will provide the liaison for the schools.

In the Dutch speaking community all members of the inspectorate have received a paper explaining the evaluation survey and a questionnaire for the purpose of enabling the researcher to identify users.

2.1.6 Extent of use

So far no reports have come in of migrant children arriving with a school record from one of the member States. Two children have made use of the school record to move within the country. Five records have been handed out to children leaving the country for Spain, Turkey and North Africa.

2.1.7 Procedure

The completed school record is handed to the pupil (parents). If medical information is requested, this will be forwarded in a sealed envelope to the authority requiring such details. A translation of additional comments may be obtained by the school from education centres or the inspectorate and the latter are acting as intermediaries, through the Ministry, between the consular services.

2.1.8 Further planning of the evaluation survey

At the end of 1979, all members of the inspectorate and departmental services attached to schools in the trial region were approached in writing, to identify the users of the school record.

Every user has received a questionnaire and interviews are planned.

2.2 DENMARK

So far there are no distinct developments with regard to the use of the school record in Denmark.

Danish authorities have observed that the administrative consequence of implementing the school record experiment would be considerable. They also have some doubts about the public recording of personal information. In the light of these considerations the Danish Ministry of Education has abstained, for the time being, from bringing the school record into use. This position will be reconsidered by the Danish authorities when an evaluation of the experiences during the trial period has been made.

No further information can therefore be added at this stage, except to record that as a preparation, in addition to the language versions provided by the Council of Europe, a further three translations were made at an early stage.

2.3 FRANCE

2.3.1 Organisation

As an implementation of the resolution, the Ministry of National Education issued a circular (Courrier de l'éducation Nationale p A 47) in which the school record was announced. The Ministry has requested the rectoral authorities in each academy to order the records from the Ministry.

The evaluation survey is being carried out in co-operation with the Ministry of National Education, International Relations Branch.

2.3.2 Availability

The school records have been available to schools since September 1978. A considerable number of copies, about 400,000, have been printed.

2.3.3 Distribution

The government printer forwarded the records to the rectorate which will distribute them to schools upon their application to the Inspecteur d'Académie who will make the appropriate request.

2.3.4 Presentation

The school records are made available in French. There exists also for reference bilingual school records in the languages of the home and host countries.

2.3.5 Guidance and advice

The Inspecteur d'Académie is available for any consultation in problem situations. In the first instance the Ministry provided the necessary information by means of circular No. 78006 of 5 January 1978.

2.3.6 Extent of use

At the present time exact data are not yet available with regard to the extent of use.

2.3.7 Procedure

The records are being sent to the school in the country of destination by diplomatic mail.

2.3.8 Evaluation survey

During phase one, direct contact with the users will be established in suburban areas of Paris, where, as would appear from the numerous requests for information from the inspectorate, the school record is widely used.

Questionnaires regarding the problems of implementation have been distributed to those schools which have a large attendance of migrant children.

2.4 FEDERAL REPUBLIC OF GERMANY

2.4.1 Organisation

The issue of the school record was placed on the agenda of a national study group "Education of children from abroad" and the matter was discussed on 6 February 1979. Further meetings led to the decision to introduce the school record in Rheinland-Phalz, in Hessen and in some areas of Hamburg for a trial period.

2.4.2 Availability

Supply of records is planned for the spring of 1980.

2.4.3 Distribution

At the present time the exact extent of the distribution of the school records in the three Länder is not yet known.

2.4.4 Presentation

Bilingual versions will be supplied.

2.4.5 Guidance and advice

Information not yet available.

2.4.6 Extent of use

Not in use until spring 1980.

2.4.7 Procedure

So far, school records will only be handed out to migrant children going back to their home country.

2.4.8 Evaluation survey

Planning procedure with the Länder representatives to be undertaken.

2.5 UNITED KINGDOM

2.5.1 Organisation

The Department of Education and Science is engaged in making preparations for a trial period with a view to using the school records in ten districts.

2.5.2 Availability

The records have been available to participating schools in the districts since the beginning of the current school year (1979-80).

2.5.3 Distribution

During the trial period, the distribution will be limited to six LEAs in England and to three districts in Scotland and one in Wales as well.

To each of the participating schools, five copies of the school record will be sent.

2.5.4 Presentation

There is no confirmed information available under this heading. A blank copy of each language version will be made available alongside the English version. The school will then be responsible for further copies.

2.5.5 Guidance and advice

Problems relating to use are intended to be solved locally. the Department will put out an explanatory circular.

2.5.6 Extent of use

At present statistics are not yet available.

2.5.7 Procedure

Details not known.

2.5.8 Evaluation survey

Final planning procedure for the survey to be undertaken.

2.6 IRELAND

2.6.1 Organisation

The organisation is administered through the Ministry of Education (department of primary education). During the trial period two urban areas will be involved.

2.6.2 Availability

The school record was made available to the participating schools in September 1979. The number of copies printed is not known.

2.6.3 Distribution

Distribution will be limited to primary and lower secondary schools in the Dublin and Cork areas which comprise a quarter of the total school population.

2.6.4 Presentation

Details not known.

2.6.5 Guidance and advice

In September 1979 the Ministry circularised the school authorities in the Dublin and Cork areas. The Ministry explicitly requests recommendations and proposals with regard to modifications, procedures and contents of the school record.

2.6.6 Extent of use

No information available so far.

2.6.7 Procedures

The school record is handed to the parents or guardians of the child. The health section - considered confidential - is forwarded separately. At the end of the school year the Ministry will ask for information from the school by means of the inspectorate.

2.6.8 Evaluation survey

Evaluation plan to be undertaken.

2.7 ITALY

2.7.1 Organisation

Printing and distribution were arranged through the Ministry-applications and distribution was administered through regional and provincial centres.

The Ministry has already conducted a survey with regard to the use of the school records. On 30 January 1980 the Ministry issued a circular to the Provveditorati giving further clarification about the use of the school record and asking for more detailed information.

2.7.2 Availability

The records have been available to the schools since the end of 1977. About 10,000 copies were printed.

2.7.3 Distribution

~~To every regional~~ and provincial department 100 copies were made available and these will be supplied to schools on request.

2.7.4 Presentation

The Italian version is used for all children.

2.7.5 Guidance and advice

Already in January 1977 a circular was published by the Ministry. Practical assistance is made available through local and regional departments.

2.7.6 Extent of use

Some provisional figures are available. Further details are expected by the end of the school year.

2.7.7 Procedures

Transfer of the school record may be arranged with the aid of consular and diplomatic services.

The school record is completed by the school authorities at the request of parents.

2.7.8 Evaluation survey

A limited random sample study at regional centres has already been arranged through the Ministry. Users will be provided with a number of questionnaires and a research visit will be made to a limited number of other regions.

2.8 THE NETHERLANDS

2.8.1 Organisation

Printing and distribution of the school record, as well as the co-ordination of the evaluation survey, are administered through the section for the co-ordination of education for children from abroad within the Ministry of Education and Sciences.

2.8.2 Availability

The records have been available to schools since early 1979. The number of copies printed amounted to 45,000.

2.8.3 Distribution

Distribution to the inspectorate and the departmental advisory services, as well as distribution on request to schools were administered by the Ministry. No restrictions were envisaged.

2.8.4 Presentation

The school records have been produced in a bilingual version with Dutch on the right and the language of the country of destination on the left.

The record has been made available in conjunction with nine foreign languages, each version with its own colour. Instructions in Dutch are provided in addition. As in other countries, the health section is given out separately, but on the school record the address of the medical school service is mentioned.

2.8.5 Guidance and advice

As part of the Netherlands education system, virtually every school is able to contact a local or regional advisory service. Frequently, in a region with many migrants, a foreign language adviser is attached. The latter is usually a teacher from abroad, engaged in guiding and advising children from other countries or teaching staff who are working with these children.

In the Ministry's regular publication "Uitleg" (1979, 2) an article was published announcing the new school record along with further information. In a circular of 18 June 1979 it was reported to school boards and educational authorities that the school record had become available.

2.8.6 Extent of use

As far as the extent of use is concerned, no clear picture has emerged as yet, but a record is kept of the considerable number of applications which have already reached the Ministry. This record of addresses will make it possible to identify the users for evaluation purposes.

2.8.7 Procedures

The school records are directly supplied by the Ministry on request. The completed record is handed to the parents.

2.8.8 Evaluation survey

Identification of users, by means of the addresses obtained from the Ministry, has started.

During this phase, a questionnaire will be sent to a sample of applicants; a number of actual users will then be contacted personally.

2.9 LUXEMBOURG

2.9.1 Organisation

Where Luxembourg is concerned, co-ordination with regard to the introduction and the survey of the use of the school record is administered through the Ministry of National Education.

2.9.2 Availability

The record has been available to schools since 1977.

2.9.3 Distribution

The records are supplied to the schools through the municipal education authorities.

2.9.4 Presentation

As far as is known, no specifications have been added to the standard copy.

2.9.5 Guidance and advice

No information available.

2.9.6 Extent of use

Probably fairly limited, in view of the fact that locally produced multilingual loose leaf papers were already available for the school records.

2.9.7 Procedures

Details not known; the descriptive instructions belonging to the school record are likely to be followed.

2.9.8 Evaluation survey

In the spring of 1980 an attempt will be made to locate a few of the users for a personal visit.

3. Conclusions

3.1 Three of the nine member States have acted almost immediately upon the resolution of 9 February 1976 and have proceeded to print and distribute the school records in 1977 or early in 1978. Five member States made the material available in 1979. One of the member States has decided not to implement the experimental period.

3.2 The trial period has been established in four countries in a limited number of regions. In four member States distribution is general.

Appendix III

- 3.3 In three countries the school record has been produced in a bilingual version using various methods.

In other countries either the national language version or the version designed for the country of destination is used.

- 3.4 Research with regard to the extent of use has been undertaken in two member States, in other member States the period of use has so far been too short for the adequate gathering of information.

- 3.5 In most cases application and forwarding procedures relating to the school record are different. There is no regular system as far as handing the record to children who are moving from one school to another is concerned. In one member State the record is completed only if this is requested by the parents.

- 3.6 Actions or directives containing guidance and advice given by the ministry in member States generally take the form of an official circular (five member States) which may have an overall or limited (regional) application. In one member State the educational press has been used to give publicity to the school record.

In most cases problems are to be referred to existing services, such as local educational centres, inspectorates, guidance services etc.

- 3.7 At the time of writing, the evaluation survey is dealing only in a few cases with people involved in the implementation of the school record at school level. Consequently, this report provides information only on a limited number of survey objectives. The survey would appear to have encouraged the availability and distribution of the school records in a number of member States at a preliminary stage and in this way the necessary conditions required for further research have been created.

4. Further planning

In the current phase of the survey, there will be an emphasis on direct and indirect contact with teachers and school authorities in the member States.

Research visits will enable a better description to be made of the context within which the school record is used together with any related problems.

5. Recommendations

- 5.1 Receiving schools should be able to request, if necessary, the school record from the school in the home country either directly or by means of the Consular services.

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- 5.2 When further movements within one country take place the school record could provide helpful elements about the pupil's school career in the home country and in the receiving country, and its use should therefore be encouraged also for this purpose.
- 5.3 Information about the school record should be made available through other means of communication such as the media including the specialised press.
- In particular, special attention should be given to teachers' and migrant associations.
- 5.4 Additional information about the school record should be given to teachers attending specialised training courses for teaching migrant children.
- 5.5 It is recommended that the final report (October 1980) be extensively discussed at a meeting of national delegates.

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